

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, July 23, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Patty Hoeft, Jack Krueger, Tom Lund.
Excused: Tony Theisen, Andy Williams.
Also Present: Kerry Blaney, Bob Heimann, Debbie Klarkowski, John Luetscher, Mary Reinhard, Jayme Sellen, Lynn VandenLangenberg, and Senator Robert Cowles.

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. **MOTION APPROVED UNANIMOUSLY.**

III. Approve/Modify Minutes of June 25, 2009:

Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to approve. **MOTION APPROVED UNANIMOUSLY.**

1. Review of Minutes:

a. Facility Master Plan (July 7, 2009)

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. **MOTION APPROVED UNANIMOUSLY.**

Treasurer

2. Budget Status Financial Report for June 2009 (if available):

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to hold until next month. **MOTION APPROVED UNANIMOUSLY.**

3. Treasurer's Financial Report for Month of May:

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. **MOTION APPROVED UNANIMOUSLY.**

4. Resolution re: Change in Table of Organization Treasurer's Department:

Kerry Blaney, Treasurer, and Debbie Klarkowski, Human Resources Manager, addressed the Committee. Ms. Klarkowski explained that the Treasurer's Department had an Account Clerk II position vacant since the beginning of the year. She stated that a "higher level" position is needed in this department. Therefore, it is recommended that the Account Clerk II position be deleted and the Financial Specialist position be created to better serve the needs of this department.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY.

Mr. Blaney thanked the staff of the Human Resources Department, the Administration Committee, and all who assisted in this.

Human Resources

5. Request for Budget Transfer (#09-39): Interdepartmental Transfer (including contingency or general fund transfers); the transfer of the Planning, Evaluation and Quality Management Director position from the Human Services table of organization to Human Resources:

Ms. Klarkowski stated that this position was transferred earlier this year, and this is the "remaining salary and fringe" for that position.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY.

6. Activity Report for June 2009:

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.

At this point, Supervisor Krueger asked State Senator Robert Cowles if he would like to address the Committee. Senator Cowles stated that he did not and that he was here to make himself available.

Department of Administration

7. 2009 Budget Transfer Log:

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY.

8. Grant Application Approval Log:

Lynn VandenLangenberg, Director of Administration, noted that there was only one grant application, which was from ADRC (Aging & Disability Resource Center) for medical cost for low income.

Chair Lund stated that the ADRC budget must be totally separate from Human Services starting next year. This means ADRC will no longer be able to obtain grant money through Human Services. ADRC will become part of Family Care.

Senator Cowles asked if Brown County was receiving adequate funding to cover costs on this. Because it is anticipated that Brown County will start Family Care in mid-2011, Chair Lund indicated that accurate information would not be available until 2012.

Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

9. Government Finance Officers Association Award for 2009 Annual Budget:

Ms. VandenLangenberg stated that Brown County received this award in June for the 15th year.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.

10. Director's Report

Ms. VandenLangenberg indicated that the new financial system implementation is progressing; the past 3 weeks there has been user training. She stated that she has received positive responses from people who have gone through the training. She also said the Internal Auditor, Sara Perrizo, has helped with security set-ups for internal controls. She thanked the Committee for allowing Ms. Perrizo to devote time to assist with this.

Ms. VandenLangenberg said people are actually in the "live system" for general ledger and budgeting. She continued by saying there is a pretty intense schedule for stopping entries into the old system, downloading and verifying information, and beginning with the new system on August 3, 2009, when purchase orders and accounts payable will "go live."

Chair Lund had questions concerning the use of this new system for budget preparation concerning the immediate availability of calculations. Ms. VandenLangenberg said it should be possible and information can be downloaded into laptops, if needed, for server access. She added that some benefits are already being realized with this new system; there is about an 80 percent savings on paper due to the increase in available data storage.

In discussions concerning the 2010 budget, Ms. VandenLangenberg stated that there was revenue in the 2009 budget that is not available in 2010. For example, she cited revenue from the Ashwaubenon TIF (Tax Incremental Finance) District and savings built into the 2009 budget for organization efficiencies. She stated indirect costs charge-backs are down \$772,000 for 2010 budget. The downside to that is the amounts charged to the departments ends up revenue in the general fund, but the advantage is that costs in charging departments are being controlled. Debt payments will be up significantly, and the new debt payments do not apply to the levy limit. So the levy targets given out to departments do not build the total levy up to the

3 percent levy limit, because by the time debt payments are added the tax rate would be just too great. The equalized value is unknown at this time; once that is released there may be other adjustments. Because the debt payments have gone up so much, there is an effort to control the tax rate. She asked that departments concentrate on overhead costs as opposed to services.

Ms. VandenLangenberg said the use of the asset maintenance fund is reported to and approved by her and the County Executive. She stated that the Library does have the opportunity to have a tenant at the Kress location, but there are some renovation costs that will need to be incurred. She stated that the Library wanted to use some funds for that and use the rent payments to re-pay that expense (about \$60,000). She did explain that this is not a violation of the policy and, in fact, is not addressed in the policy; and she asked for the Committee's input before proceeding. When asked by Supervisor Krueger, Ms. VandenLangenberg stated that this will be a pay-back situation; because there will be a 5-year lease with a 5-year option on that lease which will more than cover the cost. She asked if the Committee had any concerns, and none were expressed.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.

11. **Child Support Agency – Budget Status Financial Report for May 31, 2009.**
No other agenda items.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Corporation Counsel – No agenda items.

County Clerk – No agenda items.

Facility & Park Management – No agenda items.

Other

12. **Audit of Bills:**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve payment of bills. MOTION APPROVED UNANIMOUSLY.

13. **Such Other Matters as Authorized by Law:** None.

August Agenda Item – Corporation Counsel Report of Activities
September Agenda Item – Report on Record Retention Policy by Corporation Counsel

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to adjourn at 5:51 p.m. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary